

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

| | | | |
|--|---|---|---|
| | REQUISITION NUMBER | DUE DATE | TIME DUE |
| MDOT PROJECT MANAGER | JOB NUMBER (JN) | CONTROL SECTION (CS) | |
| DESCRIPTION | | | |
| MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below | | CONSULTANT: Provide only checked items below in proposal | |
| <input type="checkbox"/> TIER I (\$50,000 - \$150,000) | <input type="checkbox"/> TIER II (\$150,000-\$1,000,000) | <input type="checkbox"/> TIER III (>\$1,000,000) | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Understanding of Service ** |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Innovations</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Organizational Chart |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Qualifications of Team |
| Not required as part of Official RFP | Not required as part of Official RFP | <input type="checkbox"/> | Quality Assurance/Quality Control ** |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity. |
| N/A | N/A | <input type="checkbox"/> | Presentation ** |
| N/A | N/A | <input type="checkbox"/> | Technical Proposal (if Presentation is required) |
| 3 pages (MDOT Forms not counted) (No Resumes) | 7 pages (MDOT Forms not counted) | 14 pages (MDOT forms not counted) | Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel. |

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☐ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☐ YES DATED _____ THROUGH _____

☐ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

☐ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section
- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time.
Consultants are responsible for ensuring the MDOT receives the proposal on time.

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
CONSTRUCTION SERVICES**
As Needed Engineering and Technical Assistance

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Metro Region

DESCRIPTION OF WORK:

Services consist of providing assistance and expertise utilizing Primavera P6 (or current version) in the Metro Region. This RFP also includes consultant's assistance in drafting a MDOT Special Provision requiring the use of a contractor submitted critical path.

The consultant will provide Primavera P6 training to the MDOT Metro Region Construction Field Services (CFS) Team which consists of "The MDOT Associate Metro Region Engineer of Construction Services", The Metro Region Construction Engineer and their staff.

The consultant will also assist the Metro Region CFS Team in reviewing contractor submitted Critical Path networks and assist the Metro Region CFS Team in making recommendations to the MDOT TSC Delivery Engineer prior to approval of the contractor submitted Critical Path Method (CPM).

The following is a brief summary of some of the services, but not limited to, that the selected consultant should provide to the Metro Region Construction Field Services Team:

- 1) Develop a new Michigan Department of Transportation Special Provision on CPMs to be reviewed and approved by MDOT.
- 2) Review and analyze contractor's CPM schedules in detail according to current industry standards and verify reasonability. Review updated CPMs and suggest "owner-directed" changes.
- 3) Provide as-needed training to MDOT staff who report to the "MDOT Associate Metro Region Engineer of Construction Services" on performing CPM reviews and using Primavera P6 software or current version in an individual and class setting.
- 4) Assist with development and/or execution of an implementation schedule for deployment of Primavera P6 software or current version.
- 5) Develop and document processes, protocols and guidance for the implementation of Primavera P6 or current version.
- 6) Perform other duties required by MDOT Project Manager (PM) to implement CPM reviews.

- 7) The consultant will also be asked to assist the MDOT Metro Region Transportation Service Centers (TSCs) to develop a Critical Path Network during the design phase on projects selected by the Region or TSC. This critical path will be used in developing the project clause for the selected project.

This engineer will report to the MDOT Metro Region Office on a Monday thru Friday, 8 hour day schedule. The primary purpose of this engineer working a 40 work week at the Metro Region Office is to train the Metro Region CFS Team in becoming proficient in the usage of Primavera P6.

This scope is for “as-needed” services. The consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours for which services have been provided by the Department. The fixed fee allowed for this project will be 11%. Fixed fee on “as-needed” projects is computed by taking the percentage of actual hours involved as compared to labor hours authorized, then applying that percentage to the total fixed fee authorized.

ANTICIPATED START DATE: January 1, 2015

ANTICIPATED COMPLETION DATE: December 31, 2016

PRIMARY PREQUALIFICATION CLASSIFICATION:

Engineering Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION:

Technical Assistance

DBE PARTICIPATION: 0%

MDOT PROJECT MANAGER:

Larry Young, Associate Region Engineer Construction Services
Metro Region Office
18101 West Nine Mile Road
Phone: 810-650-4450
E-mail: YoungL@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

ADDITIONAL PREFERENCES:

It is preferred the consultant shall provide a senior level engineer with a minimum of 5 current years' experience using all aspects of Primavera software, as well as 10 years' experience reviewing and critiquing critical path methods for construction projects.

GENERAL INFORMATION:

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department, and be consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with the standard construction practices of the Department, the Project construction contract, proposal, and plans, the Standard Specifications for Construction and all applicable publications referenced within, the Michigan Construction Manual, the Materials Sampling Guide, the Materials Quality Assurance Procedures Manual, the Density Control Handbook, and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in an appropriate manner.

CONSULTANT RESPONSIBILITIES:

- A. The consultant shall develop and submit a new MDOT CPM Special Provision.
- B. The consultant shall perform Critical Path Method (CPM) schedule reviews on an as-needed basis. The consultant shall evaluate construction contractor's CPM schedules for contract compliance.
- C. The consultant shall provide what-if project scenarios on an as-needed basis. The consultant shall build schedule scenarios to be utilized in the analysis of what-if conditions during the construction of an assigned project.
- D. The consultant shall perform project CPM schedule review as-needed during the progress of work and perform timely analysis on the criticality of the schedule with respect to the work. It is essential that the project schedule be updated periodically (monthly at a minimum) to reflect actual progress, changes in sequencing, work orders, and other deviations from the original plan.
- E. The consultant shall provide expertise and consultation on schedule analysis. Assistance in analyzing schedules and providing support for potential schedule disputes on an as-needed basis.

- F.** Consultant shall assist in reviewing delays to the project critical path and determine if they are critical/non-critical. In addition, identify if additional cost is warranted due to the delay.
- G.** The consultant shall provide as-needed training on CPM schedule reviewing utilizing Primavera P6 software to the Metro Region CFS Team.
- H.** Provide experienced engineering staff knowledgeable with regard to all aspects of the Primavera P6 or current software, and procedures regarding project record documentation. Provide administrative support in the MDOT usage of Primavera P6. The consultant shall provide 4 laptops to the Metro Region office with the installation of Primavera P6 or current scheduling software. The laptops will be used primarily by the MDOT Metro Region CFS Team who report to the “The MDOT Associate Metro Region Engineer of Construction Services”.
- I.** Arrange and conduct conferences and meetings required for carrying out the services or as may be required by the Project Manager. Prepare and distribute minutes.
- L.** Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.
- M.** Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, all Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and all other documents and materials furnished by the Department.

REPORTING AND RECORD KEEPING

- A. Consultant monthly Reports:** Prepare such monthly and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
 - a. Construction project scheduling reports.
 - b. Analytical reports of update schedules using approved CPM analysis software (Primavera P6).
- B.** Maintain project files in accordance with the MDOT Office Manual and Departmental procedures. Send copies of select correspondence and documentation to the Project Manager.

MDOT RESPONSIBILITIES:

The Project Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein. Unless such information is available to be downloaded on the MDOT web site.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420289_7.pdf?20130509082418.

[13_420286_7.pdf?20130509081848](#). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.